

Weekly Update

May 5, 2016

Subject: Seats Are Still Available for the May 18-19 Section of the PR217 Creating and Managing Purchase Orders Class

Audience: Agency Training Coordinators, AST Leads, MM Directors, SRM Buyers

There are still seats available in the PR217 Creating and Managing Purchase Orders class on Wednesday and Thursday, May 18-19. The SCEIS Team encourages Buyers who create purchase orders to register for this class today! **Note: This is the last scheduled PR217 class in the Spring 2016 term. The next opportunity to take this class will not be until Fall 2016.**

This instructor-led class will use knowledge checks and plenty of hands-on exercises to help buyers understand the procedures, tools, information and systems available for successful purchasing. Below you will find details about the class, including the name, description, target audience, dates, location and registration information. **Please forward this message to appropriate staff members within your agency.**

PR217 - Class Information

Class ID/Title: PR217 - Creating and Managing Purchase Orders

Description: This instructor-led class will use knowledge checks and plenty of hands-on exercises to help buyers understand the procedures, tools, information and systems available for successful purchasing. This class will cover the following:

- key terms such as master data, purchasing document types and contract values;
- key concepts such as
 - validating a shopping cart prior to perform sourcing,
 - creating contract and non-contract-based purchase orders,
 - making changes before rather than after a purchase order is “ordered”,
 - monitoring and tracking follow-on documents and changes to a purchase order,
 - adding attachments, notes, terms and conditions to purchase orders
 - Lock Line Item, No Further Invoice and No Further Confirmation; and
- understanding SRM messages and resolving errors.

Target Audience: Buyers who create purchase orders

Pre-requisites:

The following pre-requisite(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.

- SCEIS buyer role is required
- Completion of PR101 SCEIS Foundations of Procurement online course (Click the link below to view the course)
 - <http://www.sceis.sc.gov/page.aspx?id=311>

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PR217 - Section 05 – Spring 2016 Details

Class Date: Wednesday and Thursday, May 18-19, 2016

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/NMN3L9Y>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. The enrollment confirmation will provide you with instructions on how to complete any pre-requisite(s). Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.